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Grants

For:

U.S. Department of the Interior
Bureau of Land Management
ALMRS-GIS Project Office - DSC
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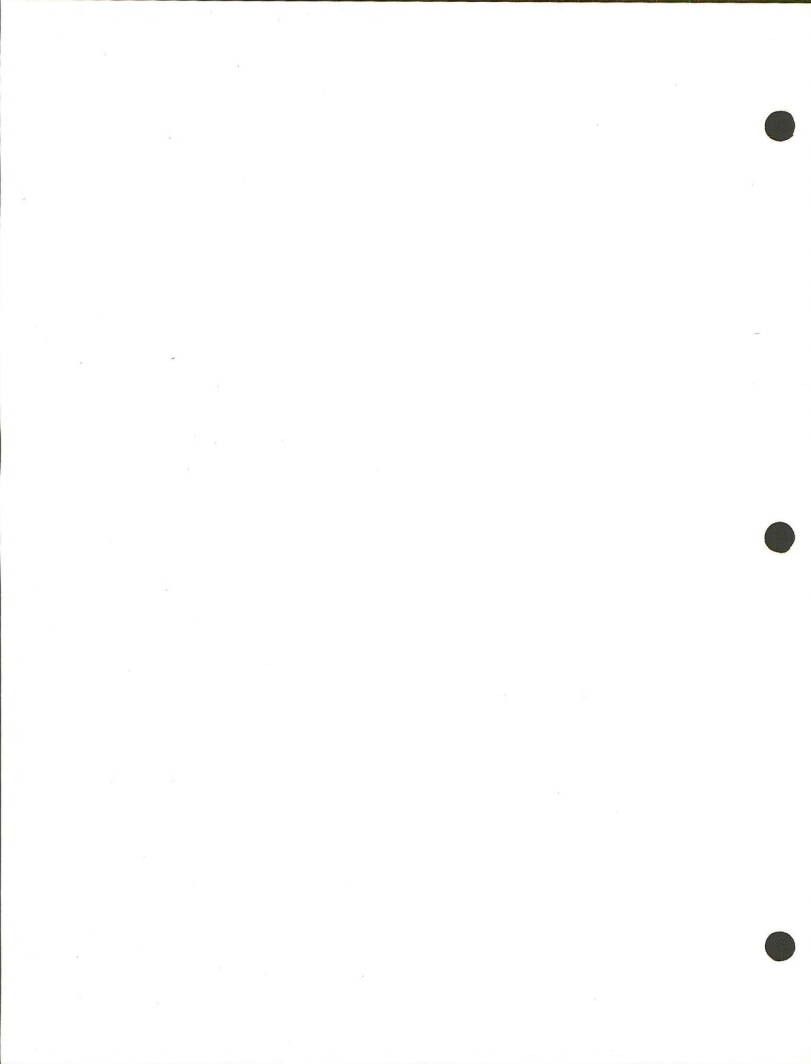
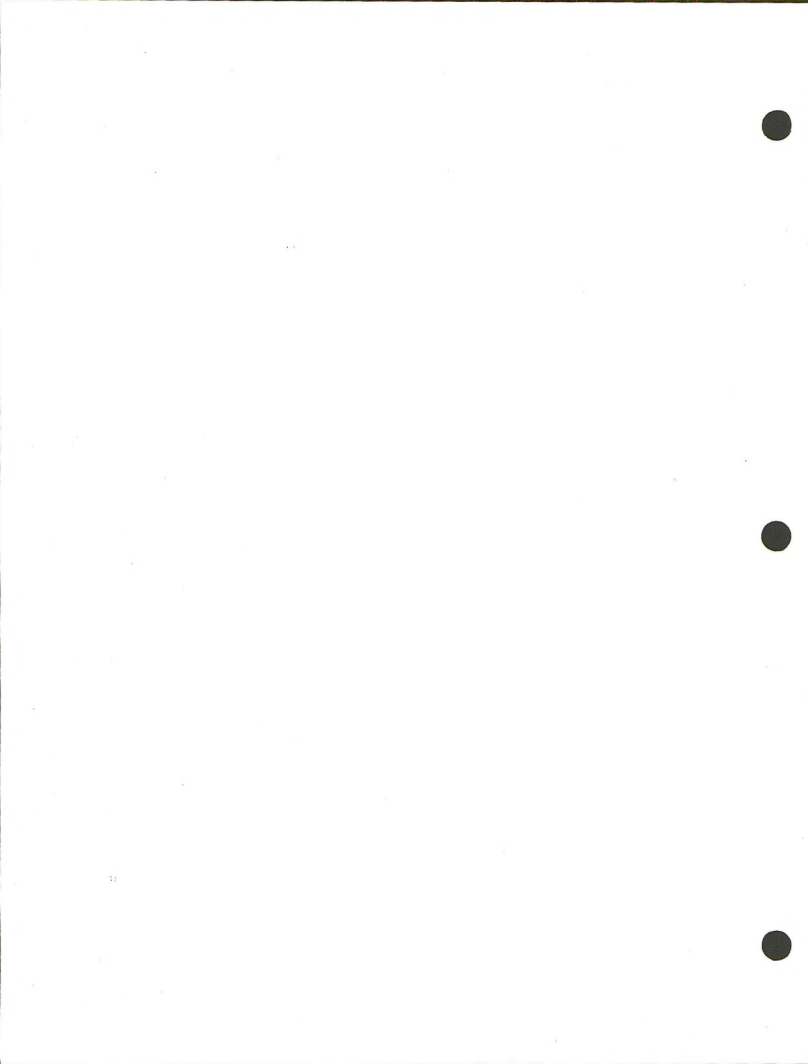


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CHAPTER 1

INTRODUCTION

This document describes the current system for processing grants pursuant to the following sections of the 43 CFR (Code of Federal Regulations):

1. 2621 - Indemnity Selections;
2. 2630 - Railroad Grants; and
3. 2640 - FAA Airport Grants.

Although a number of different grants are listed under 2600 of 43 CFR, only three are processed regularly enough within the continental U.S. for inclusion into this document: 2621 Indemnity Selections (including 2622 and 2623), 2630 Railroad Grants, and FAA Airport Grants. Not included are: 2610 Carey Act Grants, 2625 Swamp-land Grants, 2627 Alaska (see Conveyances, Volume 22) and 2650 Alaska Native Selections (see Conveyances, Volume 22).

2600 grants covered by this document include the following areas:

2621 Indemnity Selections. Generally, grants made by Statehood Acts to the various states of school sections 16 and 36, and in addition, sections 2 and 32 in Arizona, New Mexico, and Utah, attach to school sections on the date of acceptance or approval of the plat of survey (the U.S. Surveyor General accepted or approved the plat of survey). If the acceptance or approval was prior to the granting act (statehood), or to the date of admission of the state into the Union, the grant attaches either on the date of approval of the act or the date of admission into the Union, whichever is the later date. However, if on the date the grant would otherwise attach, the land is appropriated under some applicable public land law, such as Indian reservation or National Park or Forest, the grant does not attach, and

INTRODUCTION

the state is entitled to indemnity because of the land it lost due to the prior appropriation. The indemnity will be for lands of rough equivalent value.

In addition, the law provides that indemnity for lands lost because of natural deficiencies, such as not getting the full 640 acres because of an adjoining state border, will be selected from the unappropriated, nonmineral, public lands (based on a formula to compute the number of acres the state is entitled to), and that indemnity for lands lost before title could pass to the state will be selected from the unappropriated, public lands subject to certain mineral restrictions (43 CFR 2621.0-3(b)).

2630 Railroad Grants. This section authorizes the issuance of patents for the benefit of innocent purchasers for value of land-grant lands from railroad carriers which have released their land-grant claims. Railroads had been granted every other section, twenty miles on either side of the track, unless the land was mineral in character. The railroad then sold the land, even if it was not theirs. The purchaser was an innocent purchaser. The Transportation Act of 1940 permits the innocent purchaser to ask for the land as a grant, if there is a chain back to the original purchaser.

2640 FAA Airport Grants. This section authorizes the issuance of conveyance documents to public agencies for public lands to be used for airports and airways.

This document is organized as follows: Chapter 1 - Introduction explaining the scope and structure of the document; Chapter 2 - Data Flow Diagrams (DFDs) illustrating the current method of processing for the conveyance program; Chapter 3 - Process List providing an alphabetical list of processes defined, their level, and the page references for each process in the DFDs and the input/process/output narratives if the process is at a primitive level; Chapter 4 - Input/Process/Output Narratives (IPOs) describing each process primitive in detail including definitions of steps taken or decisions made; and Chapter 5 - Data Dictionary and Cross Reference List defining all data flows appearing on the DFDs.

CHAPTER 2

DATA FLOW DIAGRAMS

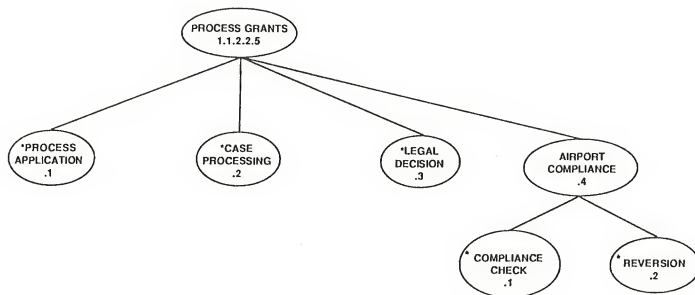
The current grants program is presented here as a series of data flow diagrams that show the sources and destinations of data, identify and name processes, identify and name data that connect sources and destinations of data, and describe data stores that are accessed. Each function may be broken down into a more detailed flow diagram. The hierarchical structure of each process is identified by decimalized identifiers.

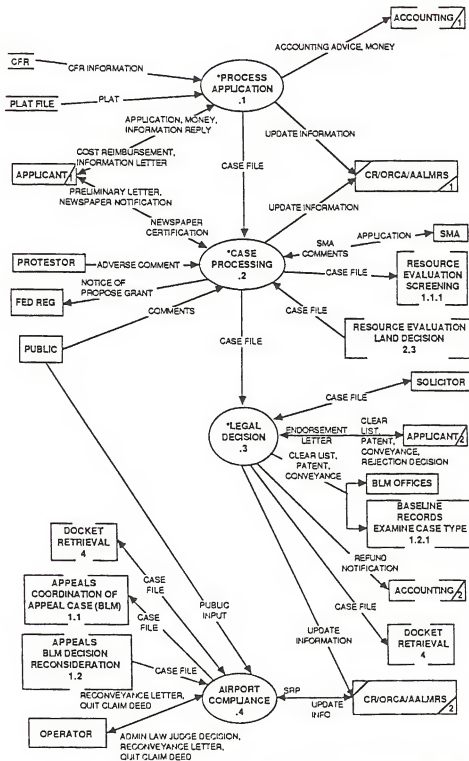
When it is no longer useful to decompose a process, the process and its logic are described by input/process/output narratives. This process is said to be at a primitive level.

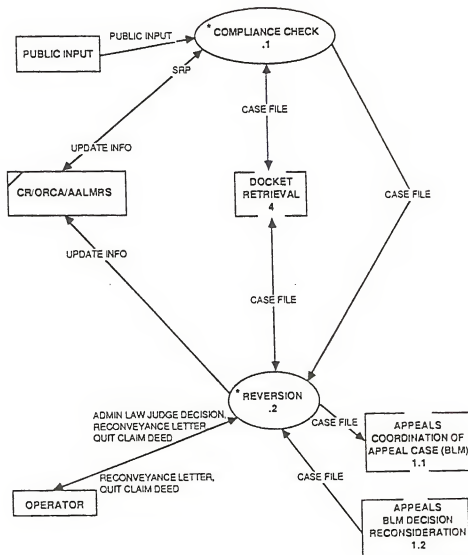
Standard representations on the DFDs are:

1. an ellipse is a process;
2. a rectangle is an external entity (generally outside of BLM control);
3. a set of brackets is an internal entity (generally thought of as an off-page connector or a pointer to a generic type of process);
4. a line is a data flow;
5. arrows at the ends of lines indicate the direction data is flowing; and,
6. two parallel lines are a data store (generally representing logical groupings of data rather than individual records or data components).

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CHAPTER 3

PROCESS LIST

The following table lists all processes defined on the Data Flow Diagrams appearing in Chapter 2. The Chapter 2 page reference is next to each process. If the process is at a primitive level, i.e. functionally decomposed to a level at which no benefits are derived from further decomposition, a reference to the Chapter 4 narrative for that process is also listed.

PROCESS LIST

Identifier	Process Name	Level	DFD	IPO
1.1.2.2.5.4	Airport Compliance	6	2-3	
1.1.2.2.5.2	Case Processing	6	2-3	4-4
1.1.2.2.5.4.1	Compliance Check	7	2-4	4-9
1.1.2.2.5.3	Legal Decision	6	2-3	4-7
1.1.2.2.5.1	Process Application	6	2-3	4-2
1.1.2.2.5.4.2	Reversion	7	2-4	4-11

CHAPTER 4

INPUT/PROCESS/OUTPUT NARRATIVES

The following narratives describe the detail processing done at the primitive level as defined by the Data Flow Diagrams. Included in each narrative is the following information:

1. the process name;
2. the identifier or process number;
3. the parent process name (the parent's identifier can be derived by omitting the last digit of the process identifier);
4. a general description of the process;
5. any applicable policies and procedures;
6. any constraints that may affect processing; and
7. the input/process/output narrative.

The process narratives appear in the order they are defined in the Data Flow Diagrams in Chapter 2.

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Process Application

Identifier: 1.1.2.2.5.1

Parent Process Name: Process Grants

Description: Checking the application to ensure all requirements are met. For airport grants, the application is filed by a Department of Transportation Administrator acting for the Public Agency; these applications are filed at the appropriate State Office. The applicant for a railroad grant is the carrier, and for an indemnity it is the State.

Policies/Procedures: None.

Constraints: The railroad filing fee is \$10. The lands listed in one railroad application are limited to those embraced in a single sale upon which the claim for patent is based.

Input	Process	Output
Application Money	<p>Receive Application and, if applicable, Money from an Applicant (State, Carrier, or Administrator representing a Public Agency).</p> <p>Serialize the case and build a case file.</p> <p>Prepare an Accounting Advice and send it and the Money to Accounting.</p>	Accounting Advice Money
CFR Information	Receive CFR Information from the CFR.	
Plat	Receive the Plat from the Plat File. Check the CFR, case file, and plat to determine if the application meets the requirements of the CFR and is consistent with the needs of the Department of Interior.	

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	For indemnity cases, determine if the application is to be rejected because of the survey cost or remaining public lands problems of 43 CFR 2621.4(a).	
	For all case types, send an Information Letter to the Applicant if there is a need for more information.	Information Letter
Information Reply	Receive an Information Reply from the Applicant with the additional information.	
	Airport: Compute Cost Reimbursement for administrative and survey (if necessary) costs and send it to the applicant.	Cost Reimbursement
	Railroad: Compute Cost Reimbursement for the cost of the survey of the land and half the cost of any segregation survey.	Cost Reimbursement
Money	Receive Money from the Applicant.	
	Prepare an Accounting Advice and establish a cost code. Send the Accounting Advice and Money to Accounting (DSC) to prepare a cost recovery account.	Accounting Advice Money
	Input Update Information into Case Recordation/ORCA.	Update Information
	Send Case File to Adjudicate Case.	Case File

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Case Processing

Identifier: 1.1.2.2.5.2

Parent Process Name: Process Grants

Description: An appraisal is needed to estimate a "roughly equivalent value" of base and selected lands. This process includes the adjudication function to determine the applicability of the requirements of Sections 2622 and 2623 of 43 CFR. For airport grants, a planning document is used to determine land use conflicts/needs. There may be negotiations over total acreage to be conveyed.

Policies/Procedures: None.

Constraints: BLM has four months from receipt of request to notify the FAA whether requested conveyance is consistent with the needs of Department of the Interior.

Input	Process	Output
Case File	Receive Case File from Process Application. If it is necessary to get comments from the Surface Management Agency (SMA), send a copy of the Application to the SMA.	Application
SMA Comments	Receive SMA Comments from the SMA and incorporate them into the case file. As necessary, send Case File to Resource Evaluation for EA/Land/Mineral Report, Classification, Appraisal (to get a fair market value), and to publish the NORA.	Case File
Case File	Receive Case File from Resource Evaluation with reports.	

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	Send Preliminary Letter (also called State Indemnity Selection (SIS) Letter) to the Applicant with preliminary results.	Preliminary Letter
	As necessary (for railroad and indemnity), direct the state or carrier to publicize the proposed grant in the Federal Register and in a local Newspaper by sending a Newspaper Notification to the Applicant.	Notice of Proposed Grant Newspaper Notification
Newspaper Certification	Receive a Newspaper Certification from an Applicant indicating that the proposed grant has been properly advertised.	
Adverse Comment Comments	Receive Adverse Comment from Protestor and public Comments.	
	Prepare recommendations, including, if any, covenants, terms, conditions, and reservations that should be included.	
	At this point for all cases, lengthy discussions and/or negotiations might take place as the BLM and the applicant work out what is best for both. Examples of problems to be worked out are: airport applicant might ask for 2000 acres when the BLM determines that 200 is suitable; was the original land purchaser an innocent purchaser; or what would be an equivalent value trade with a State.	

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	Add recommendations to the case file.	
	Input Update Information into Case Recordation/ORCA.	Update Information
	Send the Case File to Legal Decision.	Case File

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Legal Decision

Identifier: 1.1.2.2.5.3

Parent Process Name: Process Grants

Description: For indemnity cases, the Clear List is equal to the patent--the title document with stipulations; a railroad grant issues a patent, while the airport grant issues a conveyance.

Policies/Procedures:

Constraints: For airport grants, a conveyance is made with the condition that, at the option of the Administrator, the property interests will revert to the U.S. in the event that the lands are not developed for airport or airway purposes or are used in a manner inconsistent with the terms of the conveyance. This also applies to part of the land.

Input	Process	Output
Case File	<p>Receive Case File from Case Processing.</p> <p>Send the Case File with the Clear List, Patent, or Conveyance to the Solicitor for review (required for airport, optional for others). The Solicitor sends the airport conveyance document to the U.S. Attorney General.</p>	Case File
Case File	<p>Receive the Case File with comments from the Solicitor.</p> <p>The authorized officer makes the final decision on the grant.</p> <p>If rejected, send a Rejection Decision to the Applicant.</p>	Rejection Decision

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	If approved, send the Clear List, Patent, or Conveyance to the Applicant. The Clear List includes an Endorsement Letter for the state official to sign.	Clear List Patent Conveyance
Endorsement Letter	Receive Endorsement Letter from the Applicant (State). Send copy of Clear List, Patent, and Conveyance to the other BLM Offices. Send copy of Clear List, Patent, and Conveyance to Records.	Clear List Patent Conveyance Clear List Patent Conveyance
	Input Update Information into Case Recordation/ORCA. Prepare Refund Notification and send it to Accounting (DSC) to provide refund to the applicant and to close out the cost recovery account.	Update Information Refund Notification
	Send Case File to Docket.	Case File

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Compliance Check

Identifier: 1.1.2.2.5.4.1

Parent Process Name: Airport Compliance

Description: Compliance is necessary to ensure the airport operator abides by the grant stipulations. If the area is not developed for airport or airway purposes or is used in a manner inconsistent with the terms of the conveyance, the property reverts back to the U.S. Reversion could apply to only part of the property.

The Realty Specialist checks the airport, usually with the FAA. The inspection frequency is determined case by case. Public concern could also affect the process.

Policies/Procedures: None.

Constraints:

Input	Process	Output
Serial Register Page	Receive Serial Register Page from Case Recordation/ORCA with a future action suspense date.	
Public Input	Receive Public Input from the Pubic or FAA with a complaint or comment.	
Case File	Receive Case File from Docket. Conduct a field check of the airport site and document the check. If there is a problem, work with the operator and FAA to resolve the difficulty. If the problem cannot be resolved and reversion might be necessary, send Case File to Reversion.	Case File

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	If there is no problem, send Update Information to Case Recordation/ORCA with the next suspense date.	Update Information
	Send Case File to Docket.	Case File

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Reversion
 Identifier: 1.1.2.2.5.4.2
 Parent Process Name: Airport Compliance
 Description: To determine reversion of airport grant.
 Policies/Procedures: None.
 Constraints: None.

Input	Process	Output
Case File	<p>Receive Case File from Compliance Check indicating that the airport is not in compliance.</p> <p>If reversion is necessary, send Reconveyance Letter and Quit Claim Deed to airport Operator requesting voluntary reconveyance.</p>	Reconveyance Letter Quit Claim Deed
Reconveyance Letter Quit Claim Deed	<p>Receive Reconveyance Letter and Quit Claim Deed from the airport Operator indicating voluntary reconveyance.</p> <p>If there is a conflict in interpretation, schedule a hearing. If the Administrative Law Judge (ALJ) decides in favor of reconveyance, send the Administrative Law Judge Decision to the Operator (ALJ Decision can take the place of the Quit Claim Deed as public notification of the reconveyance).</p> <p>If an appeal is filed concerning the decision, send Case File to Appeals.</p>	Administrative Law Judge Decision
Case File	Receive Case File from Appeals.	

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	Update Case Recordation/ORCA with Update Information.	Update Information
	Send Case File to Docket.	Case File

CHAPTER 5

DATA DICTIONARY AND CROSS REFERENCE LIST

The data dictionary lists all data flows defined on the DFDs in alphabetic order by name. The information included for each entry in the dictionary includes:

1. data name;
2. mnemonic or abbreviation, as necessary;
3. description of uses and characteristics;
4. data type (i.e. set, record, data aggregate, element);
5. security considerations for both retrieval and update; and
6. definition (used primarily for composite data).

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Accounting Advice
Abbreviation	
Description	BLM form used to account, distribute, and refund monies or information.
Data Type	Record
Ability to View	All
Ability to Update	BLM Officials, Accounting
Definition	Applicant name/address + legal description + serial number + date + amount of monies received + description

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Administrative Law Judge Decision
Abbreviation	
Description	Decision from the ALJ concerning the reconveyance of an airport grant. The decision may be used in place of a Quit Claim Deed.
Data Type	Record
Ability to View	All
Ability to Update	ALJ
Definition	Operator name/address + legal description + serial number + date + nature of problem + decision

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Adverse Comment
Abbreviation	
Description	Letter from a Protestant to the BLM with an adverse comment concerning an application.
Data Type	Record
Ability to View	All
Ability to Update	Protestant
Definition.	Protestant name/address + applicant name/address + legal description + serial number + case type + request + adverse comment

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Application
Abbreviation	
Description	Used by an applicant to begin the processing of a grant. Applicant: State for indemnity, carrier for railroad, and Administrator acting for public agency for airport.
Data Type	Record
Ability to View	All
Ability to Update	Applicant
Definition	Applicant name/address + legal description + case type + specific request + justification

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	CFR Information
Abbreviation	
Description	Information from the CFR concerning case requirements.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Case requirements

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Case File
Abbreviation	
Description	Case File contains all the information pertaining to one particular serialized application or Bureau-initiated case.
Data Type	Set
Ability to View	Controlled by Docket
Ability to Update	BLM
Definition	Application + Accounting Advice + SRP + Status + Plats + SMA and Solicitor reports + photos + patent + supporting documentation, including, as necessary, field reports

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Clear List
Abbreviation	
Description	U.S. conveys land title to a State. Within grants, patent, clear list, and conveyance all have the same meaning--a patent is used for a railroad case, a clear list for an indemnity case, and a conveyance for an airport case.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	State + legal description + serial number stipulations + date of issue + reservations + legal requirements + authorized officer

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Comments
Abbreviation	
Description	Responses from the public to the Notice of Proposed Grant that was published in the Federal Register.
Data Type	Record
Ability to View	All
Ability to Update	Public
Definition	Grant + date + originator + comment

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Conveyance
Abbreviation	
Description	U.S. turns over land to an agency. Within grants, patent, clear list, and conveyance all have the same meaning--a patent is used for a railroad case, a clear list for an indemnity case, and a conveyance for an airport case.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Agency name/address + legal description + stipulations + date of issue + reservations + legal requirements + authorized officer

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Cost Reimbursement
Abbreviation	
Description	Letter used by the BLM to inform an applicant of how much money is owed to the BLM in order to process the case.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Applicant name/address + legal description + serial number + case type + request + cost breakdown + total cost + requirements

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Endorsement Letter
Abbreviation	
Description	BLM prepares an Indorsement Letter for the State to sign and return to confirm the indemnity selection.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	State + legal description + serial number + signature verification

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Information Letter
Abbreviation	
Description	Letter from BLM to applicant requesting additional information.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Applicant name/address + legal description + serial number + case type + request + justification

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Information Reply
Abbreviation	
Description	Letter from an applicant to the BLM with the additional information requested by the BLM.
Data Type	Record
Ability to View	All
Ability to Update	Applicant
Definition	Applicant name/address + legal description + serial number + case type + additional information

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Money
Abbreviation	
Description	Money can be in different forms such as check or cash.
Data Type	Element
Ability to View	BLM, Accounting
Ability to Update	Applicant
Definition	U.S. currency or equivalent

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Newspaper Certification
Abbreviation	
Description	Letter from Applicant to BLM with the newspaper certification indicating that the ad was published as required by the BLM.
Data Type	Record
Ability to View	All
Ability to Update	Applicant
Definition	Applicant name/address + legal description + serial number + case type + newspaper certification

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Newspaper Notification
Abbreviation	
Description	Letter from BLM to applicant with newspaper information necessary to process the case--applies to railroad and indemnity cases.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Applicant name/address + legal description + serial number + case type + request + suggested newspaper ad

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Notice of Proposed Grant
Abbreviation	
Description	A notification to the public which is published in the Federal Register.
Data Type	Record
Ability to View	All
Ability to Update	Applicant
Definition	Serial Number + Name of applicant + Proposed grant description + legal description

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Patent
Abbreviation	
Description	U.S. conveys land to a patentee. Within grants, patent, clear list, and conveyance all have the same meaning--a patent is used for a railroad case, a clear list for an indemnity case, and a conveyance for an airport case.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Patentee name/address + legal description + stipulations + date of issue + reservations + legal requirements + authorized officer

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Plat
Abbreviation	
Description	Plat shows land and mineral status information.
Data Type	Record
Ability to View	All
Ability to Update	Records
Definition	Mineral and surface ownership patents and leases + withdrawals + rights-of-way + geographic information

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Preliminary Letter
Abbreviation	
Description	Letter from BLM to applicant with an interim report on the status of the application. For indemnity cases, the letter may be called a State Indemnity Selection Letter.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Applicant name/address + legal description + serial number + case type + request + interim report

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Public Input
Abbreviation	
Description	Public comment concerning an airport.
Data Type	Record
Ability to View	All
Ability to Update	Public
Definition	Airport name + date + originator + comment

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Quit Claim Deed
Abbreviation	
Description	Document used to turn over land to the BLM.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Operator name/address + serial number + legal description + date of grant + date + transfer information

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Reconveyance Letter
Abbreviation	
Description	Letter requesting voluntary reconveyance of all or part of an airport grant.
Data Type	Record
Ability to View	All
Ability to Update	BLM, Operator
Definition	Operator name/address + serial number + legal description + date + request

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Refund Notification
Abbreviation	
Description	
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Applicant name/address + legal description + serial number + case type + cost recovery account + date of closing + remarks

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Rejection Decision
Abbreviation	
Description	Decision from BLM to applicant rejecting the application.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Applicant name/address + legal description + serial number + case type + request + rejection decision + reason for rejection

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	SMA Comments
Abbreviation	
Description	Letter from SMA to BLM commenting on a particular case.
Data Type	Record
Ability to View	All
Ability to Update	SMA
Definition	Applicant name/address + legal description + serial number + case type + request + SMA comments

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Update Information
Abbreviation	
Description	Information for Case Recordation/ORCA.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Applicant name/address + legal description + serial number + case type + acres + remarks

